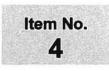


SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY EXECUTIVE COMMITTEE



Meeting Date: DECEMBER 21, 2011

Subject:

Pre-Approval of Travel Requests and Approval of Business and Travel Expense Reimbursement Requests for Board Members, the President/CEO, the Chief Auditor and General Counsel

Recommendation:

Pre-approve Travel Requests and Approve Business and Travel Expense Reimbursement Requests.

Background/Justification:

Authority Policies 3.30 (2)(b) and (4)(b) require that business expenses reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

Authority Policy 3.40 (2)(b) and (3)(b) require that travel expense reimbursements of Board Members, the President/CEO, the Chief Auditor and the General Counsel be approved by the Executive Committee and presented to the Board for its information at its next regularly scheduled meeting.

The attached reports are being presented to comply with the requirements of Policies 3.30 and 3.40.

Fiscal Impact:

Funds for Business and Travel expenses are included in the FY 2012 Budget.

Environmental Review:

- A. This Board action is not a project that would have a significant effect on the environment as defined by the California Environmental Quality Act (CEQA), as amended. 14 Cal. Code Regs. §15378. This Board action is not a "project" subject to CEQA. Cal. Pub. Res. Code §21065.
- B. California Coastal Act Review: This Board action is not a "development" as defined by the California Coastal Act. Cal. Pub. Res. Code §30106.

Page 2 of 2

Equal Opportunity Program:

Not applicable

Prepared by:

TONY RUSSELL DIRECTOR, CORPORATE SERVICES/AUTHORITY CLERK

TRAVEL REQUEST

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BRETON LOBNER

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY **OUT-OF-TOWN TRAVEL REQUEST**

GENERAL INSTRUCTIONS:

- A. All travel requests must conform to applicable provisions of Policies <u>3.30</u> and <u>3.40</u>.
- B. Personnel traveling at Authority expense shall, consistent with the provisions of Policies 3.30 and 3.40, use the most economical means available to affect the travel.

| 1. TRAVEL | ER: | | | | |
|----------------------------------|--|-----------------------------|-------------------------|----------------|-------------------------|
| Travelers | Name: Breton Lobne | r | | Dept: 1 | 5 |
| Position: | Board Member | ☐ President/CEO | Gen. Counsel | | Chief Auditor |
| | All other Authority | employees (does not req | uire executive commit | ttee administ | rator approval) |
| 2. DATE O | F REQUEST: 12-7-2011 | PLANNED DATE OF D | EPARTURE/RETURN: | 1-26-11 | / 1-27-2011 |
| | ATIONS/PURPOSE (Prov | ide detailed explanation | as to the purpose of t | the trip– con | tinue on extra sheets |
| | as necessary): | | | | |
| | ation: Denver, CO | | pose: ACI-NA Lega | Affairs Stee | ering Committee |
| Explan | ation: Meeting for the Leg | al Affairs Steering Comm | littee | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | a l | | |
| | CTED OUT-OF-TOWN TR | | | | |
| А. | TRANSPORTATION COSAIRFARE | 015. | ¢ | 210.00 | |
| | | ATION /Taxi Train Car | \$ Rental) \$ | 319.00 | |
| B | LODGING | ATION (Taxi, Train, Car | \$ | 10.00 | |
| | MEALS | | \$ | 50.00 | |
| | SEMINAR AND CONFER | ENCE FEES | \$ | | |
| E. ENTERTAINMENT (If applicable) | | | | 379.00 | |
| F. OTHER INCIDENTAL EXPENSES \$ | | | \$ | | |
| | | | \$ | | |
| | | | | | |
| CERTIFI | CATION BY TRAVEL | ER By my signature belo | w, I certify that the a | bove listed of | out-of-town travel and |
| associated | expenses conform to the | Authority's Pelicies 3.30 | and 3.40 and are reas | sonable and | directly related to the |
| Authority's | | in | | | |
| | Signature: | tik Hhn | | Date: | 4/12/11 |
| | | 1 | | | |
| CERTIFI | CATION BY ADMINIS | TRATOR (Where Ad | ministrator is the Exe | cutive Comr | nittee, the Authority |
| Clerk's sign | nature is required). | | | | |
| By my sigr | nature below, I certify the for | ollowing: | | | |
| 1. I h | ave conscientiously review | ed the above out-of-towr | travel request and the | he details pr | ovided on the reverse. |
| 2. Th | e concerned out-of-town tr | avel and all identified exp | enses are necessary | y for the adv | ancement of the |

Authority's business and reasonable in comparison to the anticipated benefit to the Authority.

AUTHORITY CLERK CERTIFICATION ON BEHALF OF EXECUTIVE COMMITTEE

3. The concerned out-of-town travel and all identified expenses conform to the requirements and intent of Authority's Policies 3.30 and 3.40.

Administrator's Signature:

, hereby certify that this document was approved

(Please leave blank. Whoever clerk's the meeting will insert their name and title.)

meeting.

Date:

by the Executive Committee at its

(Leave blank and we will insert the meeting date.)